



JOB DESCRIPTION

Position Title: **Program Manager**

Working Area: **Youth Services**

Class Code: 4919
2002

Exempt

EEO Code: 02

Effective Date: August 30,

Major Function

Professional and supervisory work assigned as coordinator for Youth Services Programs.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Plans, directs, evaluates, schedules, and coordinates system-wide children's and young adult programs to include development and maintenance of children's and young adult books and materials collection. Provides reader advisory service, reference assistance, and programming resource collection and files. Develops recommendations for programs, policies, and procedures to improve children's and young adult library services.

Plans meetings and workshops to enhance staff skills systemwide and improve services systemwide. Provides technical guidance and on-the-job training for staff engaged in providing children's and young adult services at all branches.

Supervises, trains and provides guidance to personnel assigned to children's and young adult services. Initiates and recommends, for final approval by the Department Director, hiring, termination, performance evaluation, disciplinary and/or commendatory action of personnel assigned to children's and young adult services.

Monitors expenditures of the budget related to children's and young adult services and programs.

Selects and submits orders for books and other library materials for processing and approval by collection development staff.

Performs professional librarian work in the promotion, circulation, and reference use of library materials specializing in children's and young adult services.

Prepares and submits regular and special statistical, management, and other reports as required.

Resolves or initiates action to resolve complaints of library patrons related to children's and young adult services and library materials.

Cooperates with public and private schools, day care centers, and other community groups serving youth.

Performs other duties as assigned or as may be necessary.



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Minimum Qualifications

Considerable knowledge of established principles, practices, and methods of library science and administration specializing in children's and young adult services and programs to include classification, cataloging, circulation, selection of appropriate materials, and development of collections.

Considerable ability to plan, direct, and organize the activities of subordinate staff. Ability to establish and maintain effective working relationships with others. Ability to prepare comprehensive reports and present ideas clearly and concisely. Ability to communicate effectively both orally and in writing.

Skilled in the use of library automated and cataloging systems.

Master's degree in Library Science from an accredited American Library Association College or university and three (3) years' professional library experience as a Children's Librarian in a public library. A valid Florida driver's license is required.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is in an office setting. Most duties are performed sitting at a desk, table or workstation. Incumbents are required to shelve books and perform some heavy lifting. Incumbents in this classification have regular exposure to radiant and electrical energy found in an office environment.